DESCRIPTION OF RECORD CATEGORIES
FEBRUARY, 1993

A0550	Accident/Incident Reports	C+1
	Accident Reports **Emergency Response Team - Incident Reports**	
A0610	Accruals, Year End	C+1
	Accruals, Year-End	
A0150	Administrative	C+3
	Affirmative Action **COE - Cooperative Education Evaluations** **Contingency Planning** **Employee Recreation Association (ERA)** **Holiday Schedules** **Lease Data, Expired** **Overtime Sheets** **Phone Orders** **Receiving Tickets** **Shipping Requests** **Summer Employment** **Sundry Orders** **Tuition Requests/Refunds** **Uniform Allowance** **Union Activities (RBO)** **Vehicle Logs/Maintenance** **Vendor Reports** **Visitors & Tours** **Work Orders**	
A0130	Applications/Resumes	C+1
	Resumes/Interview Notes	
A0620	Asset Disposals	ACT
	Asset Disposals	
A0470	Associations & Memberships	C+1
	Associations & Memberships (Corporate)	
A0830	Attendance Reports	C+2
	Absentee Reports **Timesheets**	

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A0400	Audit Report	C+7
	Asset Transfers (Warehouse) **Asset Transfers (Non-Warehouse)**	
CC010	Calendars/Diaries/Daytimers	C+1
	Calendars/Daytimers/Diaries/Time:Text	
CC020*	Campaigns/Programs/Special Events/Awards	C+2
	Action Cost Team Correspondence **Awards, Honors, and Prizes** **Campaigns (UWGR, Blood Drive, etc.)**	
C0070	Capital Forecasts/Capital Expenditures	C+3
	Five Year Capital Forecasts	
C1030	Chemical Waste Manifest	C+5
	Chemical Waste Manifests	
C1080	Cigarette Distribution (Fac. Smokes)	C+5
	Cigarette Distribution (Fac. Smokes)	
CC060	Conferences & Seminars	C+3
	Meetings and Conference Notes, Informal **Seminars and Conferences**	
CC650	Contracts & Agreements - Official Copies	AGT
CC651	Contracts & Agreements - Unofficial Copies	AGT
	Confidentiality Agreements **Leases/Contracts** **Non-Disclosure Agreements (Detailed)** **Non-Disclosure Agreements (Routine)**	
CC070	Correspondence	C+2
	Correspondence, General	
E0510	EPA Weekly Inspections	C+1
	EPA Waste Storage Weekly Inspections	

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E0540	Environmental Documents	ACT
	Permits/Permit Applications	
E0730	Equipment/Machinery	ACT
	Equipment (Non-Capital)	
F0470	Facilities Management	ACT
	Contractors/Subcontractors **Facility Asset Records by BLDG. (Furniture, Office Equipment, etc.)** **Facility Drawings by BLDG.** **Facility Inspections by BLDG.** **Facility Permits by BLDG.** **Facility Projects by BLDG.** **Security** **Specifications**	
F0490	First Aid Team Records	ACT
	First Aid Team - General **First Aid Team Training Records**	
F0830	Five Year Plans	C+3
	Strategic Five Year Plan	
G0150	Government Laws/Regulations/Agencies	SUP
	Job Safe Procedures	
G0220	Grievances	ACT
	Grievances **Grievance Summaries**	
I0460	Insurance - Risk Management	ACT
	Risk Assessment/Reports & Responses	
I0370	Invoices	C+1
	Invoices	
J0010	Job Descriptions	SUP
	Job Descriptions	

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J0060	Job Orders/650 Appropriations	ACT
	Job Orders/650 Appropriations	
L0460	Labor Relations	SUP
	Union Subcontracting Notifications	
L0280	Lists/Directories	SUP
	Divisional Rosters	
M0050	Manuals	SUP
	Computer Instructions, Manuals **EPA Guidelines** **Manuals Generated by R&D**	
M0140	Marketing Files	C+3
	Marketing & Sales	
M0340	Minority Affairs	C+3
	Minority Expenditures	
M0390	Monetary Approvals	SUP
	Monetary Approval Reports	
M0560	MSDS Documents	P
	MSDS Documents	
N0110	Negotiation Proceedings	ACT
	Negotiation Proceedings	
N0130	Nuclear Regulatory files	P
	Labelled Leaf Inventory **Radiation Dosimetry Inventory** **Radioactive Waste Records** **Radiochemicals Inventory**	
O0070	Organization Charts	SUP
	Organizational Charts/Rosters	

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00040	Organizational Announcements	C-T
	Organizational Announcements **Promotions (Announcements)** **Retirements**	
P0010	Patent Coordinator	ACT
	Invention Disclosures	
P0070	Patents	C+3
	Patent Applications	
P0790	PED Smoking Ballots	M+3
	PED Smoking Ballots	
P0190	Personnel/Employee Files	ACT
	Leaves of Absences **Performance Appraisals** **Resignations** **Salaried Employee File**	
P0330	Policies & Procedures	SUP
	Policies & Procedures	
P0622	Projects	ACT
	Bid Packages **Calculations/Design Files** **Cigarette Intelligence Reports** **Consultants Files** **Continuing Fellowship Information** **Contract Research** **Correspondence, Technical** **Evening Seminar Committee** **Feasibility Studies/Proposals** **Internal Reports** **Laboratory Notebooks** **Literature Searches** **Manuscript Review Board** **Monthly Development Summaries** **PED Qualitative Test Reports** **PED Quantitative Test Reports** **PED Smoker Applications** **Product Specifications** **Program Objectives** **Project Costs Tracking**	

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Project/Program Listing
Reports (Monthly, Quarterly, Annual, Special)
Smoke Methodology
Technical Seminar Committee
Visiting Scientists Program

P0021 Projects - Administrative ACT

Air Freight Bills
Balance & Analysis of Capital (Monthly)
Budgets/Operating
Capital Projects Performance Reports
Consultant Activity Reports (Quarterly)
Contributions Reports (Grants/Sponsorships)
Cost Information/Estimates
Engineering Drawings
Equipment/Machinery Evaluations
Expenditure Analysis (Monthly)
Five Year Operating Budgets
International Cost Reports (Monthly)
Meetings Organized by Philip Morris
Operating Reports (Year-End)
Production Schedules/Pilot Plants
Project Manpower Plans
QA Analysis Reports
Weekly Reports
White Papers/Position Papers

P0700 Purchase Orders/Requisitions C+2

Purchase Orders
Purchase Orders (Non-Capital)

R0079 Records Retention Schedules C+50

PM USA Records Program & Associated Forms
Warehouse/Storage - Central File

S0810 Safety Issues C+5

Divisional Safety Inspection Reports
Emergency Response Team Equipment Inspections
Emergency Response Team - General
Environmental Health & Safety Annual Reports
Forklift Inspection/Maintenance
Laser Safety Committee
Safety Committee - Minutes
Safety Glasses Program

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SD380	Software	ACT
	Licenses, Software	
S0450	Standards/Specifications	SUP
	Engineering Standards	
S0631	Succession Planning	C-1
	Succession Plans	
S0710	Surveys & Studies	C-3
	Surveys, Attitude **Surveys, Benchmark**	
T0380	Training & Development	C-3
	Safety Training Records Training & Development	
V0120	Vouchers	C-1
	Cash Vouchers	

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